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DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361

IN REPLY REFER TO  
NAVAIRINST 5720.7  
AIR-960

16 Aug 1982

NAVAIR INSTRUCTION 5720.7

From: Commander, Naval Air Systems Command

Subj: Authority to Designate U. S. Navy Technicians

Ref: (a) OPNAVINST 5720.3D  
(b) NAVMATINST 5720.3B  
(c) CNO ltr ser 09B21/1109 of 5 Apr 1974 (NOTAL)

1. Purpose. This instruction provides procedures for requesting and designating certain contractor engineering and technical services personnel as U. S. Navy technicians sponsored by the Naval Air Systems Command (NAVAIR), and designates the Naval Aviation Engineering Service Unit (NAESU) as the central control point for U. S. Navy technicians for NAVAIR.
2. Background. Reference (a) delegates the authority for designating individuals as U. S. Navy technicians to the Chief of Naval Material (CNM). Reference (b) further delegates this authority to the systems commands under the command of CNM. Reference (c) approved redelegation of this authority to the Commanding Officer, NAESU.
3. Scope. The procedures contained in this instruction are applicable to all NAVAIR organizations and activities utilizing contractor representatives who are required to perform services, embark and travel in naval ships/aircraft, beyond the continental limits of the United States.
4. Procedures

a. Addressees shall:

(1) Submit requests to designate contractor personnel as U. S. Navy technicians to the Commanding Officer, NAESU, Philadelphia, Pennsylvania 19112. Within the NAVAIR Headquarters, the cognizant division or office is responsible for submitting its request to NAESU. The request shall provide as a minimum the following information and can be transmitted via telephone, message, or regular mail channels depending on the time frame involved.

- (a) Name
- (b) Date and place of birth
- (c) Company name and address
- (d) Contract number

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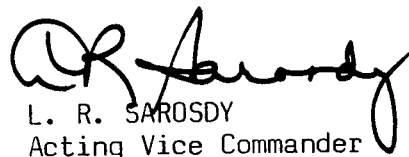
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- (e) Clearance - clearing authority - date of clearance
- (f) Naturalization number (if applicable)
- (g) Areas to be visited
- (h) Military commanders notified by letter/message
- (i) Specific dates to be visited (not to exceed two years)
- (j) Where to send U. S. Navy Technician Authorizations and Certificate of Identity (by letter or message)
- Noncombatant
- (k) Mode of travel and estimated departure date

(2) Ensure that contractor personnel who will be traveling under Navy sponsorship are aware of the transportation, privileges, passport and visa information outlined in reference (a).

(3) Return all U. S. Navy Technician Authorizations, Non-combatant Certificate of Identity, and endorsements pertaining thereto to NAESU upon completion of the assignment or expiration thereof, whichever is earlier, for retention or destruction as deemed appropriate.

b. NAESU, acting as the designated central control point for NAVAIR, shall issue letters and messages of authorization in accordance with reference (a).

  
L. R. SAROSDY  
Acting Vice Commander

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